

Frequently Asked Questions 2018 Criminal Record Checks (CRC)

Why do teachers have to undergo a criminal record (vulnerable sector) check?

Under the *Criminal Records Review Act*, all professionals who come into contact with children or vulnerable adults during the course of their practice are required to clear a criminal record (vulnerable sector) check every five years.

I recently authorized a criminal record check for my employer. Do I need to authorize another one for the Teacher Regulation Branch (TRB)?

Yes. Under the *Criminal Records Review Act*, all certificate holders must authorize and clear a criminal record (vulnerable sector) check every five years in order to maintain their teaching certificate. The TRB facilitates this requirement by collecting your authorization and submitting it to the Criminal Records Review Program (CRRP) of the Ministry of Public Safety and Solicitor General who will perform the check. If you do not authorize a criminal record (vulnerable sector) check at each five-year interval, you will be prohibited from working with children and vulnerable adults.

I am retired and have not worked with children in many years. Do I still need to undergo a criminal record (vulnerable sector) check?

Yes. To maintain your teaching certificate, the *Criminal Records Review Act* requires all certificate holders to undergo a criminal record (vulnerable sector) check every five years. If you decide that you no longer want to be certified by the Ministry of Education, and you are not teaching and do not plan to return to teaching, you may relinquish your teaching certificate and avoid this requirement. You can do this by completing the Notice of Relinquishment form, which you can find on the website at www.bcteacherregulation.ca/CertificateServices/RetirementRelocationReassignment.aspx.

How do I authorize a criminal record (vulnerable sector) check?

A quick, easy and secure way to authorize the criminal record check is by using the Certificate Holders' Area on the TRB website. You will need your certificate number to complete the process. Alternatively, you can print an authorization form from the website and mail it to us, but for ease, speed and security we recommend the online process.

If you need assistance using the Certificate Holders' Area, please email us at trb.certificateservices@gov.bc.ca or call us at 604 660-6060 or toll-free 1 800 555-3684 (within Canada and the United States).

What happens if I authorize the criminal record (vulnerable sector) check and receive a letter from the CRRP advising that I am required to be fingerprinted to confirm my identity?

Providing your fingerprinting is part of the authorization process and, if you do not provide your fingerprints, you are not complying with the requirements of the *Criminal Records Review Act*. The CRRP will allow you 90 days from the date of their letter to you to comply with the fingerprinting request. If you do not comply with this timeline, the CRRP will close your file and notify the TRB that you have not been cleared to work with children and vulnerable adults. Therefore, you are encouraged to follow the procedures sent to you by the CRRP and advise them as soon as you have complied. The RCMP has determined that if a person has the same date of birth and gender as a pardoned sex offender, the only method of obtaining conclusive evidence that the person is not evading a criminal record through a name change is to require a Fingerprint-based Vulnerable Sector Verification.

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How long will the criminal record (vulnerable sector) check take to complete?

It is difficult to estimate the length of time it will take to complete a criminal record (vulnerable sector) check. Once you have authorized your check, the TRB will send your authorization to the CRRP for processing. The CRRP will advise you directly if you need to submit your fingerprints and will give you 90 days to comply with the requirement. If you do not comply within the 90 days, the CRRP will advise the TRB and, on receipt of this advice, the TRB will be required to suspend your teaching certificate. While your teaching certificate is suspended, you are not able to work with children and/or vulnerable adults.

Therefore, we encourage you to follow the procedures sent to you by the CRRP and advise them as soon as you have complied.

Will the TRB cover the cost of the fingerprinting if it is required?

No. The fees associated with fingerprinting are set and collected by individual police agencies and are not covered by your annual practice fee.

Will I be notified if anything shows up on my record?

Yes. The CRRP will notify both you and the TRB if a relevant offence shows up on your record. The TRB will contact you if a further process will follow.

Will I be able to teach while the criminal record (vulnerable sector) check is being completed?

Yes. As long as your annual practice fee is paid, you have fully authorized your check and you remain a certificate holder in good standing, you will be able to teach while the check is being completed.

Can I have a copy of the criminal record (vulnerable sector) check clearance?

No. The clearance is an electronic confirmation sent to the TRB from the CRRP advising that there is no information on your record to suggest that you pose a risk to the safety of children and vulnerable adults.

Who else may request information regarding my criminal record (vulnerable sector) check facilitated by the TRB?

The TRB will not disclose your criminal record (vulnerable sector) check details to any third party. However, if your employer or another organization is willing to accept the results of your check, you can share the results at no cost provided your employer or other organization is registered with the CRRP. You can learn more about sharing results at www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/sharing-results.

How often will I have to undergo a criminal record (vulnerable sector) check and when will I need to do my next check?

To maintain teacher certification in BC, a certificate holder will need to undergo a criminal record (vulnerable sector) check every five years. In 2018, all certificate holders who last authorized a criminal record (vulnerable sector) check for the TRB prior to 2014 will need to authorize a new criminal record (vulnerable sector) check. If you authorized a perpetual five-year check, you will receive notification that your information will be sent to the CRRP for processing. If you did not authorize a perpetual five-year check, you will receive notification that you must authorize your 2018 check by June 30, 2018.

Where can I find more information about criminal record checks?

You can find more information about criminal record checks at www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check.